



# **PORTAGE METROPOLITAN HOUSING AUTHORITY**

## **2010 ANNUAL MTW REPORT**

Portage Metropolitan Housing Authority (OH 031)  
2832 State Route 59  
Ravenna, OH 44266

Fred Zawilinski, Director  
(330) 297-1489 Ext. 246

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## **Overview of the Agency's MTW Goals and Objectives for the Year**

Portage Metropolitan Housing Authority established the following goals and objectives for 2010:

### 1. Achieve and Maintain Excellence in Property Management

- PMHA will continue to achieve property management results for Public Housing that equate to High Performer status.
- PMHA will continue assessing opportunities for simplifying rent calculations
- Admissions preferences will be reviewed and amended as necessary to meet community needs.

Comment: Portage Metropolitan Housing Authority maintained monitoring of its Public Housing program that indicated it would meet High Performer status under the current PHAS indicators. Rent simplification was not completed in 2011, but was scheduled for board approval in the spring of 2012. PMHA adopted new admissions preferences for Public Housing and Housing Choice Voucher programs to address community priorities more effectively.

### 2. Achieve and Maintain Excellence in Tenant-Based Housing Programs

- PMHA will continue to achieve program results equating to High Performer status.
- Tenant-based housing programs will be achieve and maintain full lease-up.
- Five households will become homeowners through the Housing Choice Voucher Homeownership Program in 2010
- Fifteen households will be able to retain their home through the proposed Housing Choice Voucher Foreclosure Prevention Program in 2010
- Fifteen households will be able to participate in the Expedited Voucher Program for Homeless Families
- PMHA will continue assessing opportunities for simplifying rent calculations
- Admissions preferences will be reviewed and amended as necessary to meet community standards

Comment: PMHA maintained program results in the Housing Choice Voucher Program that equated to High Performer status, with the key achievement being the achievement and maintenance of full lease-up. Unfortunately, the program fell short in its homeownership program, as only 4 families achieved homeownership and the foreclosure prevention program became bogged down by having its housing counseling partner focusing its efforts on more prominent Federal and state efforts to address foreclosure prevention. Additionally, foreclosure prevention ran into some hurdles unanticipated at the time of design regarding the inspection process. Admissions preferences were changed to reflect community needs and desires, and rent simplification efforts are scheduled to reach conclusion in the spring of 2012.

### 3. Improve Productivity and Cost Effectiveness

- A pilot program will be launched in 2010 to explore the effectiveness of electronic funds transfer for the purpose of Housing Assistance Payments to landlords involved in the Housing Choice Voucher Program.
- PMHA will determine the feasibility of an electronic debit card system for the distribution of utility allowance payments to residents of Public Housing and participants in the Housing Choice Voucher Program.
- The Yardi software will be upgraded and staff provided training in the applicable features

Comment: Management decided that an electronic debit card system for utility allowance payments was not desirable at this time, after consideration of the number and types of utilities and fuels providers in Portage County. Effort has focused instead on the changes in utility programs for low-income persons, which allows housing participants to pay utility rates at a percentage of income, with 100% forgiveness of the unpaid balances based on proper participation. The current combination of utility companies permitting low-income customers to pay utility bills based on a percentage of income, while public housing authorities pay full utility allowances for a rental unit allows for “double-dipping” of assistance for utility payments for low-income residents of housing. Yardi software was upgraded to include maintenance and inventory functions in 2010, but the electronic payments for HAP to landlords was not implemented.

### 4. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County

- PMHA will investigate new funding opportunities to continue supportive services and housing for transitional housing programs operated by PATH and PMHA at Community Estates and Renaissance Place.
- PMHA will investigate opportunities to develop and manage supportive housing for the homeless.
- PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.

Comment: PMHA meets regularly with current and potential partners for housing and supportive services opportunities. In 2010, this included an application for low income housing tax credits to rehabilitate an affordable project located in Ravenna, and supporting an application by a for-profit developer for new construction in Streetsboro. Additionally, PMHA personnel attended training funded by capacity grants from the Corporation for Supportive Housing to further the ability to develop and manage supportive housing for the homeless.

## **General Housing Authority Operating Information**

### **Housing Stock Information**

#### **Number of Public Housing units at the end of the Plan year; discuss any changes over 10%:**

PMHA operates 305 units of Public Housing. This number remained constant during 2010. Two units are dedicated to providing supportive on-site services and are unavailable for residential occupancy. This number is also unchanged during 2010.

#### **Description of any significant capital expenditures by development:**

No capital expenditures in 2010 met the definition of significant in a particular development.

#### **Description of any new Public Housing units added during the year by development:**

Portage Metropolitan Housing Authority, as planned, did not add any new Public Housing units to its Public Housing Program in 2010.

#### **Number of units removed from the inventory during the year by development specifying the justification for the removal:**

No units were removed from the Public Housing portfolio during 2010. One unit has been taken off-line as it became vacant and the cost estimates to repair and remodel exceed reasonable value of the property. The unit is planned for disposition in 2011.

#### **Number of Housing Choice Vouchers units authorized at the end of the Plan year:**

Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers included under Moving to Work provisions. PMHA has an additional 74 Mainstream Housing Choice Vouchers that follow conventional HCV regulations, 18 enhanced Housing Choice Vouchers that follow the regulations and laws applicable to those types of vouchers. There were no changes made to the number of units available.

#### **Number of HCV units to be project-based, including description of each project:**

PMHA has project-based 96 Housing Choice Vouchers under MTW authority.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Units: 16

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. Units: 32

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 26

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 7

NDS Portage Housing II- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 2

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 8

### **General description of other housing managed by the Agency**

Descriptions of other housing owned or managed by PMHA are included below. PMHA also administers housing assistance funds for 172 Moderate Rehabilitation housing program units, and 25 Shelter Plus Care housing program units. As of publication, PMHA intends to submit application to renew the funding for the 25 Shelter Plus Care units.

### **Description of other properties owned or managed by the Agency:**

PMHA owns several properties, housing and commercial, separate from the Public Housing Program.

#### Housing:

Portage Landings: Two 12-unit apartment buildings located at 170 Spaulding Drive and 221 Spaulding Drive in Kent. The properties feature 2 1-bedroom units renting for \$460 per month, 18 2-bedroom units renting for \$560 per month, and 4 3-bedroom units renting for \$650 per month. Renters include both Section 8 Voucher holders and residents paying the market rent amount.

616 Virginia Avenue, Kent. This is a single-family home renting for \$589 per month and available to Section 8 or market renters.

614 and 614 ½ Virginia Avenue, Kent. This is a duplex with units leasing for \$567 per month and available to Section 8 or market renters.

#### Office Property

PMHA Administration Building: Located at 2832 State Route 59, Ravenna, Ohio, this property serves as home for both office-based and maintenance employees and is centrally-located to PMHA properties throughout the county.

#### Commercial Properties

219 and 223 West Main Street, Ravenna. This property is currently leased to Triangle Pharmacy, a for-profit entity not affiliated with PMHA except through the lease of the property.

Opportunity Resource Center. Located at 6592 Cleveland Avenue, Ravenna, this property is used by Maplewood Career Center for adult education activities.

### **Lease Up Information**

#### **Total Number of MTW PH units leased in 2010:**

As of December 31, 2011, 288 Public Housing units were under lease.

#### **Total Number of non-MTW PH units leased in 2010:**

Portage Metropolitan Housing Authority has no non-Moving to Work Public Housing units within its inventory.

#### **Total Number of HCV units leased in 2010:**

PMHA had 1,458 Moving to Work Vouchers in use as of December 31, 2010. Another 84 units of non-MTW Vouchers were also leased.

#### **Description of any issues related to leasing of PH or HCVs:**

The Housing Choice Voucher Program is benefiting from a struggling local economy. Landlords have become increasingly willing to lease to voucher holders, as they seek to fill rental vacancies. Voucher holders have been able to choose from more units in more communities and in more desirable locations.

Public Housing faced some challenges in 2010. The primary issue was the relocation of all 8 residents of its Washington Group Home in December. Despite contacts and marketing to state and local boards of Mental Retardation and Development Disabilities, and local non-profits that provide services-enriched housing, the PMHA was unable to obtain a replacement provider and the building became vacant. The home was then marketed as a potential group home or home for supportive housing efforts, and one non-profit has proposed housing young adults who have aged out of the foster care system. PMHA is in final negotiation for this partnership.

Additionally, PMHA is moving to dispose of two single family home properties, after conducting a review of the physical condition of one and determining that it would not be cost effective to rehabilitate the property. The second property is currently used as a homeless shelter, but is located in the midst of a great number of Kent State University-owned properties. KSU has indicated an interest in purchasing the property or purchasing a similar property and swapping parcels so that it may consolidate its holdings in the city for future development.

Otherwise, economic conditions contributed to having lower income families and individuals applying for housing, and for families staying in housing once it is obtained. Besides the affordability safety net Public Housing offers, families indicated that the improvements that came from the modernization efforts of 2009-2010 increased their satisfaction of their homes.

#### **Number of project-based vouchers committed or in use at the end of 2010.**

PMHA has project-based 96 Housing Choice Vouchers under MTW authority. No new units were added in 2010.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Units: 16

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. Units: 32

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### Waiting List Information

**Number and characteristics of households on waiting lists at the end of the plan year.**

The Public Housing waiting list was continuously open during 2010. The most current waiting list includes:

*1 bedroom                      425 applicants*

<i>Male</i>	<i>84</i>	<i>20%</i>
<i>Female</i>	<i>341</i>	<i>80%</i>
<i>White</i>	<i>284</i>	<i>67%</i>
<i>Black</i>	<i>129</i>	<i>30%</i>
<i>Hispanic</i>	<i>0</i>	<i>0%</i>
<i>American Indian</i>	<i>1</i>	<i>0%</i>
<i>Asian</i>	<i>1</i>	<i>0%</i>
<i>Other</i>	<i>1</i>	<i>0%</i>
<i>Did Not Specify</i>	<i>9</i>	<i>3%</i>
<i>Disabled (Not Elderly)</i>	<i>23</i>	<i>5%</i>
<i>Average Income</i>	<i>\$3,424</i>	

*2 bedrooms                      474 applicants*

<i>Male</i>	<i>93</i>	<i>20%</i>
<i>Female</i>	<i>381</i>	<i>80%</i>
<i>White</i>	<i>320</i>	<i>68%</i>
<i>Black</i>	<i>139</i>	<i>29%</i>
<i>Hispanic</i>	<i>11</i>	<i>2%</i>
<i>American Indian</i>	<i>2</i>	<i>0%</i>
<i>Asian</i>	<i>1</i>	<i>0%</i>
<i>Other</i>	<i>6</i>	<i>1%</i>
<i>Did Not Specify</i>	<i>11</i>	<i>2%</i>
<i>Disabled (Not Elderly)</i>	<i>25</i>	<i>5%</i>
<i>Average Income</i>	<i>\$3,364</i>	

*3 bedrooms 238 applicants*

<i>Male</i>	<i>47</i>	<i>20%</i>
<i>Female</i>	<i>191</i>	<i>80%</i>
<i>White</i>	<i>153</i>	<i>64%</i>
<i>Black</i>	<i>75</i>	<i>32%</i>
<i>Hispanic</i>	<i>3</i>	<i>1%</i>
<i>American Indian</i>	<i>1</i>	<i>0%</i>
<i>Asian</i>	<i>1</i>	<i>0%</i>
<i>Other</i>	<i>0</i>	<i>0%</i>
<i>Did Not Specify</i>	<i>5</i>	<i>2%</i>
<i>Disabled (Not Elderly)</i>	<i>15</i>	<i>6%</i>
<i>Average Income</i>	<i>\$3,686</i>	

*4 bedrooms 84 applicants*

<i>Male</i>	<i>18</i>	<i>21%</i>
<i>Female</i>	<i>68</i>	<i>79%</i>
<i>White</i>	<i>53</i>	<i>63%</i>
<i>Black</i>	<i>30</i>	<i>36%</i>
<i>Hispanic</i>	<i>0</i>	<i>0%</i>
<i>American Indian</i>	<i>0</i>	<i>0%</i>
<i>Asian</i>	<i>0</i>	<i>0%</i>
<i>Other</i>	<i>0</i>	<i>0%</i>
<i>Did Not Specify</i>	<i>1</i>	<i>1%</i>
<i>Disabled (Not Elderly)</i>	<i>7</i>	<i>8%</i>
<i>Average Income</i>	<i>\$3,722</i>	

*Housing Choice Voucher Wait List 360 applicants*

<i>Male</i>	<i>55</i>	<i>15%</i>
<i>Female</i>	<i>305</i>	<i>85%</i>
<i>White</i>	<i>190</i>	<i>53%</i>
<i>Black</i>	<i>164</i>	<i>46%</i>
<i>Hispanic</i>	<i>4</i>	<i>1%</i>
<i>American Indian</i>	<i>5</i>	<i>1%</i>
<i>Asian</i>	<i>1</i>	<i>0%</i>
<i>Other</i>	<i>0</i>	<i>0%</i>
<i>Did Not Specify</i>	<i>6</i>	<i>2%</i>
<i>Disabled (Not Elderly)</i>	<i>38</i>	<i>11%</i>
<i>Average Income</i>	<i>\$6,541</i>	

**Description of waiting lists:**

Waiting lists for Public Housing were maintained open throughout 2010, as a community-wide waiting list. Site-based lists have been determined to be less effective at addressing applicant needs and were not given more than a cursory review during the year. The Public Housing wait list was last purged February 2009.

PMHA closed the Housing Choice Voucher waiting list at the end of March 2009, due to the volume of applications on file. The Housing Choice Voucher waiting list was purged on December 2010.

Applications continue to be received solely through the PMHA main administrative office, located at 2832 State Route 59, Ravenna, Ohio. PMHA will continue to maintain separate waiting lists for each program.

**Non-MTW Related Housing Authority Information**

This section of the report is optional according to Attachment B of the Standard Agreement, and is not provided in this report.

## **LONG-TERM MTW PLAN**

### **Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement:**

Portage Metropolitan Housing Authority seeks to develop itself as a top-quality real estate organization with the mission of integrating community services that will assist non-disabled, non-elderly residents in continual economic improvement leading to either homeownership or private market housing; and for elderly and disabled residents, PMHA seeks to provide decent, safe and affordable housing as a matter of choice for each household.

To accomplish the long-term vision, PMHA seeks to continual improvement in streamlining the delivery of housing to low-income families and individuals through improvements in efficiency and effectiveness within its own resources offered by the Federal Government, by developing new, non-governmental sources of funding that will assist in achieving the vision and mission of the housing authority, and through cooperation and collaboration with community partners to leverage resources and strengths to better housing and living conditions for all persons living with Portage County, Ohio.

In this effort, Moving to Work is expected to remain a critical element of achieving these goals. PMHA is committed to developing a rent calculation system that is easier to administer and understand without compromising the agency's commitment to the integrity of federal funds. In addition, PMHA envisions a rent system that remains affordable to low-income households, but also provides incentive and encouragement to people working to the best of their abilities to improve themselves.

Also, the Moving to Work vision includes removing barriers to rational property management decisions, allowing the agency to administer its real estate inventory with solutions appropriate to the mission. What works in Windham or Ravenna, Ohio may not be the same solution for Cleveland, Ohio or Washington, DC. Local, informed decision-making has brought PMHA to the high performer status it has earned under HUD evaluation to this day; PMHA seeks to provide one example of "how to" that might serve as an example for other housing authorities in finding solutions. PMHA does not seek to provide THE example because the agency is committed to the value that local decision-making will free the creativity of housing authority boards and staffs throughout the nation.

## **PROPOSED MTW ACTIVITIES**

**Describe any activities that were proposed in the Plan approved by HUD, but not implemented and discuss why these activities were not implemented.**

**PMHA would amend the MTW Homeownership Program to include households who are presently homeowners and under foreclosure: This activity was intended to assist households at serious risk of foreclosure or in the foreclosure process, but unassisted in paying their mortgage on a regular basis. PMHA anticipated the household getting housing counseling and possibly other, one-time financial assistance, with PMHA assistance continuing on an on-going basis for the family.** Implementation was delayed in working with the foreclosure prevention agency partner for this initiative. The partner is involved with a number of national and state-sponsored foreclosure prevention activities that required a significant amount of their staff to implement, and workload demands overwhelmed their ability to implement those programs along with the features planned for this program. Implementing regulations and wait list preferences are in place for an estimated 15 households to be assisted in 2011.

## ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED

### Housing Choice Voucher Program

- 1. Initial Rent Burden Cap of 50% of adjusted monthly income. PMHA will allow HCV participants to utilize an initial rent burden of 50% to maximize housing choice will maintaining a level of affordability. Plan Year: 1999. Implemented: 2000.**

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase housing choices for low-income families	Expand housing choice by allowing participants to devote a greater percentage of AMI towards housing costs and allows participants to lease units in geographic areas that provide more opportunities and expand the housing choices.	Newly admitted households	In 2009, 86 (28%) of 304 households starting new tenancies began their tenancy with initial rent burdens at 41-50% of AMI.	Increase in the number of households with an initial rent burden in the range of 41-50% of AMI.	In 2010, 9 (12%) of the 75 households beginning new tenancies had initial rent burdens in the 41-50% AMI range.

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

That the benchmark was not achieved is not necessarily a failure, as much as families appear to have had greater choice of landlords willing to rent at amounts lower than the 41-50% of AMI range, and thus lease-up was attainable without families spending more out of pocket. PMHA also believes that rising costs in other family budget areas reduced the number of families willing to spend out of pocket for more housing, when satisfactory housing was available to them.

#### **Authorization(s)**

##### Rent Policies and Term Limits

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24

C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

Moving to Work authorization allows for this activity to occur, by providing an additional 10% of income for residents to choose to use towards housing costs, above the established 40% allowed nationally.

**2. Exclusion of overtime, bonuses and income from bank assets. PMHA excluded interest income from bank assets such as checking and savings accounts and certificates of deposit. Plan year: 1999. Implemented: 2000.**

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase Self Sufficiency	Promote asset accumulation; increase the number of households that accumulate bank assets	Households reporting bank assets or overtime and bonuses	In 2009, 694 households reported bank assets and one household reported a bonus	Projected increase in households with bank assets	974 households reported bank assets and one household reported a bonus in 2010.

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Benchmarks were achieved and an increase in families reporting bank assets was observed.

**Authorization(s)**

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

This authorization dates to the original MTW agreement. It is conceivable PMHA could waive such aspects of income without authorization as a permissible, optional income deduction, but has been maintained within the MTW Agreement.

**3. MTW Homeownership Program: PMHA will continue to expand the MTW homeownership program, which identifies families with homeownership as one of their goals, screens the family for eligibility and applies a homeownership assistance payment to participants who purchase a home under the program. Plan Year: 1999. Implementation: 2000**

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase housing choices for low-income families	Increase in the number of low-income families owning homes and receiving supportive services aimed at helping families move from renting to home ownership.	Households participating in various aspects of the homeownership program and households who purchased homes under the program	In 2009, 4 families purchased homes and 10 participated in various pre-purchase activities.	Projected that 5 households would purchase homes in 2010.	In 2010, 4 householdS became homeowners and 19 families were participating in pre-purchase activities.

**Historically, the PMHA has had the following results for MTW Homeownership:**

<b>Year</b>	<b>Closings</b>	<b>Total Homeowners</b>	<b>Defaults</b>
<b>2001</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>2002</b>	<b>9</b>	<b>10</b>	<b>0</b>
<b>2003</b>	<b>4</b>	<b>14</b>	<b>0</b>
<b>2004</b>	<b>4</b>	<b>18</b>	<b>0</b>
<b>2005</b>	<b>6</b>	<b>24</b>	<b>0</b>
<b>2006</b>	<b>5</b>	<b>29</b>	<b>1</b>
<b>2007</b>	<b>6</b>	<b>34</b>	<b>0</b>
<b>2008</b>	<b>2</b>	<b>36</b>	<b>0</b>
<b>2009</b>	<b>4</b>	<b>40</b>	<b>0</b>
<b>2010</b>	<b>4</b>	<b>44</b>	<b>1</b>
<b>Total</b>	<b>45</b>	<b>44</b>	<b>1</b>

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Tightening credit markets made it very difficult for low-income families to qualify for mortgages, thus creating a barrier that for these households to achieve homeownership in 2010. This effect was counter-balanced by a reduction in housing prices, particularly among existing housing, and so lower prices did facilitate four new homeowners in 2010. PMHA, with its partners, will examine whether barriers to homeownership based on credit can be overcome through a combination of credit repair, higher down-payments, and determining favorable lenders' preferences and needs for borrowers.

**Authorization(s)**

Attachment C, Part D, Section 8 This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan. In reviewing the program and current homeownership requirements established by HUD, the new homeownership program probably does not need MTW authorization to operate. The slight provisions under MTW could be met through creative use of preferences to maintain the program for Public Housing residents who wish to become homeowners. However, PMHA has proposed for 2010 a substantial change to its MTW Homeownership Program which would permit assistance to potential foreclosure households. Such a use requires MTW waivers to be permitted.

- 4. MTW Project-Based Voucher Program: PMHA uses a number of waivers from the original and current HCV guidelines to assist developers to build or rehabilitate properties for the use of homeless, disabled or other families in need of supportive services.**

**Impacts**

The MTW Project-Based Voucher Program provided a project-based Housing Choice Voucher subsidy to 102 units during 2010, although 6 units were removed during the year due to inactivity (extended vacancy by the owner). As of December 2010, 94 units were occupied out of 102, with turnover activity going on to fill vacant units. No new units were added to the program in 2010 by any developers.

The PBV program was essentially maintained at the status quo, except that new policies were established to allow PMHA to resolve findings made by the HUD Inspector General. Other than contract renewals for existing projects, PMHA had no intent to add units to the program until all issues were resolved. By year end, the utilization rate of tenant-based HCV allowed for no new projects to be permitted for the foreseeable future.

**Historically, the MTW Project-Based Voucher Program has seen the following activity:**

<b>Year</b>	<b>Number of Units</b>	<b>Added</b>	<b>Removed</b>
<b>2002</b>	<b>9</b>	<b>10</b>	<b>1</b>
<b>2003</b>	<b>31</b>	<b>22</b>	<b>0</b>
<b>2004</b>	<b>93</b>	<b>62</b>	<b>0</b>
<b>2005</b>	<b>121</b>	<b>30</b>	<b>2</b>
<b>2006</b>	<b>112</b>	<b>12</b>	<b>21</b>
<b>2007</b>	<b>114</b>	<b>6</b>	<b>4</b>
<b>2008</b>	<b>106</b>	<b>10</b>	<b>18</b>
<b>2009</b>	<b>102</b>	<b>0</b>	<b>4</b>
<b>2010</b>	<b>96</b>	<b>0</b>	<b>6</b>

### **Authorization(s)**

Attachment C, Part D, Section 7 This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.

The original Project-Based Voucher for Moving to Work pre-dated the current PBV program, and thus was a waiver of initial Housing Choice Voucher (then Section 8 Voucher and Certificate) rules. It was also an attempt to take what was proposed for Project-Based Vouchers at the time, and to pre-empt objectionable portions of the proposed legislation and regulations and design a locally-desirable program. Today, the authorizations and waivers have allowed a locally-designed program to remain responsive to potential new projects by local housing developers and foster more purchase and rehab of existing real estate by those entities.

**5. Cap on dependent child deduction**

**PMHA will continue to give a \$480 allowance for each family member (other than the head or spouse), who is disabled or a minor, and for family members who are 18 and older who are full-time students or who are disabled. This allowance is not to exceed \$960, except that current residents (as of April 23, 1999) are entitled to an allowance of \$480 for each family member who is a minor and for family members who were 18 and older and full-time students or who are disabled as of June 1, 2000. Plan Year: 1999 Implemented: 2000**

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Reduce costs and achieve greater cost effectiveness in federal expenditures	HAP expenditures associated with households with three or more dependents will be reduced	HAP savings/expenditures	In 20, there were 207 families with 3 or more dependents. A total of \$148,800 in annual income that would have been excluded was included in the determination of annual income. A HAP savings of \$3,572 was realized as a result.	Projected reduction in HAP expenditures	In 2010, there were 237 households with three or more minors. A total of \$373,440 in annual income that would have been excluded was now included in the determination of annual income. A HAP savings of \$8,963 was realized.

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Benchmarks were achieved.

**Authorization(s)**

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

This authorization is necessary under MTW as there is no provision for capping dependent deductions within current law or regulation.

**6. Employment and education deductions**

**PMHA will continue to give \$500 deductions from annual income where the head of household or spouse is employed 33 hours or more in the same position or is registered as a full-time student at an educational institution, as defined by the standards of the institution, and maintaining a minimum of a 2.0 grade point average. Plan Year: 1999 Implementation: 2000.**

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase Self Sufficiency	Increase in the number of participants who obtain/maintain full-time employment or increase employment income as well as by the number of participants who are enrolled in formal educational institutions	Households with Head of Household who are employed or attending school full-time	In 2009, 209 households had HOH employed full-time and 73 households with HOH who were full-time students and qualified for the deduction	Projected increase in families with HOH employed full-time or full-time students	In 2010, 127 families were given the employment deduction and 80 received the education deduction.

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Portage County and PMHA faced high unemployment and under-employment rates in 2010, and the number of families able to take advantage of employment deductions decreased. It is believed this is the result of many participants being “last-in, first-out” type of hires, vulnerable to the changes in the labor market. A slight increase in families taking advantage of the education deduction may be a result of families identifying the need to overcome educational deficits that make them more vulnerable to lay-off and termination.

**Authorization(s):**

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s

Annual MTW Plan. PMHA expects that the deductions offered could be provided within the discretionary rent policies available to any housing authority, and will seek to eliminate these features in exchange for lower percentage of income rates for employment.

**7. Restrictons of Portability**

**PMHA will approve portability only to housing authorities who absorb the incoming family, or administer Fair Market Rents at or below the amounts applicable to Portage County. Plan Year: 2009 Implementation: 2010.**

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Reduce costs and achieve greater cost effectiveness in federal expenditures	Eliminate the number of households who port to higher cost jurisdictions who expend HAP funds at a greater rate than budgeted for in Portage County	Number of Households who are refused portability due to the policy	In 2009, 0 households were denied portability for cost reasons	Projected reduction in portability due to cost reasons	IN 2010, 2 households were initially denied portability due to higher fair market rents and unwillingness to absorb.

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Benchmarks were not achieved in 2010 because the baseline was ill-defined; a reduction from zero was also impossible. However, it is unknown by PMHA that under changes in HCV funding and the decisions of tenants in their choices to move, whether PMHA would have faced more ports to higher rent communities and thus cost the housing authority more HAP funds than had been expected.

**Authorization(s):**

Attachment C, Heading D. (1g) of the Standard Agreement. This authorization waives certain sections of 24 CFR 982.355(c) (4).

This authorization was necessary and useful in preventing portability to higher cost jurisdictions and permit improved cost control.

**8. Consideration of Debts in Rent Calculations**

**PMHA will withhold utility allowance checks for households who owe PMHA money, to be used to repay those debts. Plan Year: 2009 Implementation: 2010.**

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
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Reduce costs and achieve greater cost effectiveness in federal expenditures	Reduce the amount of outstanding debt owed by program participants	Amount of dollars repaid to PMHA through withholding of utility allowances	In 2009, zero households and dollars were withheld due to debts.	Projected reduction in debt owed to PMHA	In 2010, 27 households in the HCV program repaid \$5,278 in debts owed to PMHA through the withholding of their utility allowance checks.
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**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

PMHA did reduce the amount of debt for several tenants through the utility allowance withholding provision. No hardship requests were made in regards to this policy.

**Authorization(s):**

Attachment C, Heading D. (2a) of the Standard Agreement. This authorization waives certain sections of 24 CFR 982.518.

**Public Housing Program**

- 9. PMHA will operate a group home for disabled persons as Public Housing, with each bedroom considered as a housing unit for the purposes of household determination, rent calculation, operating subsidy and Capital Fund unit count determinations; each housing unit will house one household/family for purposes of data submission to PIC and PHAS inspection protocols will continue as previously established and applied by HUD. Plan Year: 2009 Implemented: 2009**

**Impacts**

PMHA requested this authorization to preserve Washington Group Home, an 8-unit group home for disabled persons, as a Public Housing project as it was intended and built over twenty years ago. The request for authorization of this use became necessary as discussion at HUD suggested that group home activity as originally approved by HUD when the home was built, was no longer permitted by HUD. In essence, this activity was intended to protect the housing of eight disabled individuals from being lost due to changing HUD mandates.

Washington Group Home remained fully occupied as a group home for persons with disabilities until December 2010. The service provider, however, acquired a new property and moved these residents in December, and PMHA was unable to acquire

a new services provider by the move-out date or the end of 2010, after soliciting local providers and contacts through the State of Ohio and Northeast Ohio. Plans are to re-purpose the building as a group home for other populations.

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Housing Choice	Increase the number of units available to vulnerable populations	Number of Units	2009 Baseline: 8 Units of supportive housing	Maintain 8 Units of supportive housing	8 units occupied until December 2010.

### 10. Minimum Rent

Minimum Rent of \$25 that will increase by \$25 every two years during tenure in Public Housing, and will be capped not to exceed \$250 per month, which would be attained after 18 years of Public Housing residency

Households with a head or co-head of household, or spouse who is elderly (62 years of age or older, and/or disabled) will have no minimum rent. Departure or death of the sole elderly or disabled household member will result in the minimum rent requirement being re-instated for remaining household members. Plan Year: 2008  
Implemented: April 2008

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Administrative Efficiency/Cost Effectiveness	Impact #1 Increase rent revenue	Rent Revenue	2009 Revenue \$522,433	Increase of \$50,000 per yr.	2010 Actual Revenue \$587,771

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges, and if possible, identify potential new strategies that might be more effective.**

Benchmarks were achieved, but the feature proved to be very cumbersome in its implementation and operation. The value of the activity does not appear to match or surpass the time and effort put into the activity, and it would appear to increase the likelihood of error in rent charges. The activity did not prove burdensome to affected residents, as no hardship requests were made in 2010.

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity**

Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to

implement the 2009 PMHA Annual MTW Plan. The significant portion of this MTW authorization is expected to be demonstrated in 2012, at which point a waiver under existing rules would be necessary. Current minimum rents established by PMHA have not exceeded the \$50 maximum established nationally, but are anticipated to do so in future years. This escalating minimum rent feature is implemented as an alternative to arbitrary time limits.

## 11. Maximum Rent

Maximum Rent allows for rents set at less than 30% of adjusted income. Maximum rents are \$450 per month for 1 and 2 bedroom units, and \$475 per month for 3 and 4 bedroom units, regardless of income. Households are permitted to reside in public housing for as many as 5 years at these amounts, before having their maximum rent increase to 90% of the HUD Fair Market Rents. (There is no time limit for this higher maximum rent level). Income re-verifications will be biennially for these households. Elderly or disabled households will have no time limit for the ceiling rents.

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase Self Sufficiency	Impact #1 Incentives to Maintain Employment	Households	2009 Number of Households maintaining maximum rent <b>36 (12%)</b>	Projected 2010 Number of Households maintaining maximum rent <b>35</b>	2010 Actual Number of Households maintaining maximum rent <b>37 (12%)</b>
	Impact #1 Incentives to Maintain Employment	Households	2009 Maximum Rent Households experiencing a rent reduction <b>7 (19%)</b>	Projected 2010 Maximum Rent Households experiencing a rent reduction <b>5</b>	2010 Actual Maximum Rent Households experiencing a rent reduction <b>6 (16%)</b>
	Impact #1 Incentives to Maintain Employment	Households	2009 Maximum Rent Households moved from public housing <b>9 (25%)</b>	Projected 2010 Maximum Rent Households moving from public housing <b>7</b>	2010 Actual Maximum Rent Households moved from public housing <b>5 (14%)</b>
Cost Efficiency	Impact #2 Increased Rent Revenue	Dollars	2009 Rent Revenue <b>\$14,432</b>	Projected 2010 Rent Revenue	Actual 2010 Rent Revenue

				<b>\$15,000</b>	<b>\$18,379</b>
Housing Choice	Impact #3 Encourage Stability at PH Developments	Households	2009 Maximum Rent HH moved <b>9(25%)</b> vs. All public housing moves <b>68 (23%)</b>	Projected 2010 Maximum Rent HH moves <b>5</b>	2010 Actual Maximum Rent HH moves <b>5 (14%)</b> vs. All public housing moves <b>72 (24%)</b>
Cost Effectiveness	Less staff time used to re-certify income	Staff Time and Cost	2009 Savings Time= <b>108 hrs</b> Cost= <b>\$1,418</b>	Projected 2010 Savings Time= <b>105 hrs</b> Cost= <b>\$1,380</b>	Actual 2010 Savings Time= <b>108 hrs</b> Cost= <b>\$1,456</b>

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

The benchmarks were attained and this activity has proven to be very effective and useful.

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

Rent Policies and Term Limits-

*Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.*

Initial, Annual and Interim Income Review Process

*Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257*

**12. Maintain existing supportive services arrangements with partners as well as increase the numbers of partners Plan Year: 1999 Implemented: 1999**

Existing supportive services arrangements with local non-profits will be maintained as the PMHA seeks new grants when available that can support self-sufficiency efforts.

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
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Increase Self Sufficiency	Impact #1 Increase Employment among Families	Number of Families with wage income	2009 Number of Families <b>101 (49%)</b>  Data based on occupied units	2010 Projection <b>100</b>	2010 Actual Number <b>98 (50%)</b>  Data based on occupied units
	Impact #2 Increase Employment among Families	Number of Existing Partners providing supportive services to Residents	2009 Number of Partners <b>4</b>	2010 Projection <b>4</b>	2010 Actual Number of Partners <b>4</b>

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

There was virtually no change and PMHA residents just missed achieving this benchmark. PMHA did not increase its supportive services providers in 2010, but was poised to bring on a new additional partner in 2011.

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

This authorization waives certain provisions of Sections 13 and 35 of the 1937 Act and 24 CFR 941 Subpart F as necessary to implement the 2009 PMHA Annual MTW Plan. Clearly, partnerships are achievable without MTW authorization, but the various authorizations in general has allowed PMHA to develop and operated transitional housing, employment programs, homeless shelter and offer office space for supportive services in Public Housing without cost of subsidy to the agency.

### **13. Providing transitional housing**

Up to 42 units of transitional housing will be set aside for previously homeless families at Renaissance Place and Community Estates. Through partnership with Family and Community Services and its Portage Area Transitional Housing (PATH) program, residents receive on-site intensified case management services as they move toward self-sufficiency. Plan Year: 1999 Implemented: 1999

<b>Statutory Objective</b>	<b>Anticipated Impacts</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Housing Choice	Impact #1 Homeless Families Housed	Number of Homeless Families Housed	2009 Number of Homeless Families Housed <b>57</b>	2010 Projection of Homeless Families Housed Minimum of <b>42</b>	2010 Actual Number of Homeless Families Housed <b>64</b>
Self-Sufficiency	Impact #2 On-Site Supportive Services Provided to previously homeless families	Number of Families receiving supportive services	2009 Number of Families receiving supportive services <b>57</b>	2010 Projection of Homeless Families receiving supportive services <b>42</b>	2010 Actual Number of Homeless Families receiving supportive services <b>64</b>
Housing Choice & Self-sufficiency	Impact #3 Homeless Families complete Transitional Housing Program	Number of Homeless Families completing Transitional Housing Program	2009 Number of Homeless Families completing Transitional Housing Program <b>11</b>	2010 Projection of Homeless Families completing Transitional Housing Program <b>10</b>	2010 Actual Number of Homeless Families completing Transitional Housing Program <b>21</b>

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Benchmarks were attained.

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

This authorization waives certain provisions of Sections 3,4,5,8, and 9 of the 1937 Act and 24 CFR 941, and 960 Subpart B as necessary to implement the 2009 PMHA Annual MTW Plan. MTW authorization is critical to this activity. In 1998, the supportive services funding was not renewed, and the MTW authorization provided the grounds for Congressional action to re-establish funding after evaluators deemed the funding ineligible because transitional housing is not allowed in Public Housing.

#### 14. Assets/Interest Income

Neither Assets nor Interest is considered in the income calculation for the purposes of calculating rent. Plan Year: 1999 Implemented: 1999

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Promote Asset Accumulation	Number of Households with Assets	2009 Number of Households <b>96</b>	2010 Projection <b>90</b>	2010 Actual Number <b>95</b>
Increase Self Sufficiency	Promote Asset Accumulation	2009 Dollar Amount	<b>\$276,081</b>	Projected Increase <b>\$30,000</b>	Actual increase in Dollar Amt. <b>(\$28,604)</b>
			2009 Avg. Asset Value: <b>\$2,876</b> Median Value: <b>\$100</b>	2010 Avg. Asset Value: <b>\$2,605</b> Median Value: <b>\$100</b>	
Cost Effectiveness	Less staff time used to verify income from assets	Staff time and cost savings	2009 Staff time saved: <b>96</b> hours Cost savings: <b>\$1,248</b>	2010 Projections Hours saved: <b>80</b> Cost Savings: <b>\$1,040</b>	2010 Actual Staff time saved: <b>95</b> hours Cost Savings: <b>\$1,235</b>

**If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:**

Most benchmarks were achieved, such as in number of households and in staff time, but the amount of asset accumulation was lower than projected. PMHA attributes that to rising costs for gasoline and transportation, food, and other basic living expenses beyond housing.

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

Rent Policies and Term Limits-No change

*Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to implement the 2009 PMHA Annual MTW Plan*

Use of Public Housing as an Incentive for Economic Progress

*Section 6 (c) of the 1937 Act and 24 CFR 960.201*

### 15. Rent Adjustment for Income Decreases

Rent adjustment for income decreases that are expected to be 30 days or longer will be processed. *Note: Decreases in employment income resulting in less than \$1,000 will not be processed until the next annual re-certification.* Plan Year: Prior to 2008  
Implemented: Prior to 2008

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Reduces Administrative Burden for completion of multiple rent calculations	Number of residents with income decreases lasting less than 30 days	2010 Number of residents with income decreases lasting less than 30 days <b>11</b>	2011 Projection of residents with income decreases lasting less than 30 days <b>10</b>	2011 Actual Number of residents with income decreases lasting less than 30 days
Cost Effectiveness	Less staff time spent on interim re-certifications	Staff time and cost savings	2010 Staff time saved: Hours saved: <b>33</b> Cost savings: <b>\$429</b>	2011 Projections Hours saved: <b>30</b> Cost Savings: <b>\$390</b>	2011 Actual Staff time saved: Cost Savings:

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

Initial, Annual and Interim Income Review Process-No change. The activity appears to meet the objective of cost effectiveness, and no hardship requests were made by residents.

*Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257*

**16. Change in employment income**

Change in employment income resulting in an increase or decrease of \$1,000 in annual income is not processed until the next annual re-certification. However, residents are expected to report changes. Plan Year: 2008 Implemented: April 2008

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Reduces Administrative Burden for completion of multiple rent calculations	Number of residents with income increases or decreases of \$1,000 or less in annual income	2010 Number of residents with income increases or decreases of \$1,000 or less in annual income <b>3</b>	2011 Projection of residents with income increases or decreases of \$1,000 or less in annual income <b>5</b>	2011 Actual Number of residents with income increases or decreases of \$1,000 or less in annual income

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

Initial, Annual and Interim Income Review Process

*Sections 3 (a)(1) and 3 (a)(2) of the 1937 Act and 24 CFR 966.4 and 960.257*

*The waived section of the 1937 Act and regulations was necessary in that relatively minor and frequent changes in income did create administrative burden when reported. No hardship requests were made in relation to this policy.*

## 17. Elderly and Disabled Rent Re-Certification

Elderly and disabled households who have 90% or more of their income from Social Security, SSI or other disability payments, and pensions will have a rent re-determination every two years. However, they may choose to have their income reexamined at any time. Plan Year: 1999 Implemented: 1999

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Less staff time spent on annual re-certifications for elderly or disabled residents	Staff Time and Cost	2009 Number of residents opting out of annual re-certifications <b>22</b> 2008 Savings Time=72 hrs. Cost=\$858	2010 Projection of residents opting out of annual re-certifications <b>23</b> 2010 Projection Savings Time=69 hrs. Cost=\$897	2010 Actual Number of residents opting out of annual re-certifications <b>20</b> 2010 Savings Time=60 hrs. Cost=\$780

**Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.**

Initial, Annual and Interim Income Review Process

*Sections 3 (a)(1) and 3 (a)(2) of the 1937 Act and 24 CFR 966.4 and 960.257*

**The Following Activities were Approved by HUD but Not Implemented in 2010:**  
**Single Fund Budget Flexibility:** PMHA chose to not use budget fungibility in 2010. It did not participate in any new housing development, and managed the programs so that using this facet of Moving to Work authority was deemed unnecessary during the year. As no Federal budget was passed by the start of the new fiscal year, PMHA operated under a continuing resolution as did all other government programs, but viewed the flexibility of funds an important tool to have in case funding for one program or another was inadequately funded while others had sufficient or excess funding.

**PMHA would be permitted to pro-rate utility allowance schedule amounts by as much as the HUD funding pro-ration for the affected program(s):** There was no need to pro-rate utility allowances for Housing Choice Voucher participants or Public Housing residents in 2010. PMHA expects this feature to be used in 2011.

**PMHA would change the percentage of income used for rent calculations from 30% of adjusted income, to 25-28% of annual income. Eliminate existing income deductions for employment and education activities, unreimbursed childcare expenses. The threshold for non-reimbursed medical expenses would be raised from 3% to 10% of income, dependent deduction will be increased to \$500 per child up to a maximum of \$1,000, the senior/disabled deduction would be increased to \$500 per senior/disabled adult in the household, up to a maximum of \$1,000, and a deduction for an absent child where a household head or co-head is paying child support.** Rent impact analysis determined that the features described here would not be financially feasible for the housing authority, and the PHA would incur significant costs in higher subsidy. A new rental reform formula was devised by the end of 2010 and analysis underway as to a different set of new calculation terms, slated for approval in April 2011.

**Income verifications conducted for approved government programs may be substituted for PMHA income verification if performed within the previous 90 days.** PMHA was not able to complete arrangements for such a change to income verifications during 2010. A change in directors of the TANF agency was one contributing factor, but increased use of EIV and other methods of income verification had shown improvement in efficiency in 2010. It is still a desire of PMHA to reduce administrative burden on participants and the employers and other sources of income who must respond to multiple income verification requests.

## SOURCES AND USES OF FUNDING

List planned vs actual sources (Operating, Capital, and HCV) and uses of MTW Funds (excluding HOPE VI). Provide a narrative description of any major changes from the approved MTW Plan.

Source of MTW Funds	Projected in 2010 MTW Plan	Adopted Budget	Actual
PH Rental Income		\$665,989	\$758,949
Public Housing Subsidy	\$822,579	\$867,861	\$984,097
Public Housing MTW Capital Fund	\$620,000	\$455,833	\$233,418
HCV Subsidy and Fees	\$9,658,976	\$10,109,694	\$9,764,491
Investment Income		\$8,600	\$11,111
<b>Totals</b>		<b>\$11,709,328</b>	<b>\$11,752,066</b>

PMHA annually projects a significant pro-ration of HUD-provided funds, and was pleased that the Public Housing and Housing Choice Voucher Programs were funded adequately in 2010. Capital Grant spending on conventional Capital Fund was delayed more than expected as efforts focused on spending ARRA Capital Funds as quickly and effectively as possible. As a result, the amount of traditional Capital Fund program funds were not spent as anticipated, due to ARRA Stimulus funding. There were no PMHA policy-oriented changes to funding during 2010.

Uses of MTW Funds	Projected in 2010 MTW Plan	Adopted Budget	Actual
HCV Housing Assistance Payments		\$9,078,627	\$9,190,357
HCV Administration		\$1,031,067	\$993,999
Public Housing Operations		\$1,775,504	\$1,595,314
Other Business Activities		117,737	\$105,816
<b>Totals</b>		<b>\$12,002,935</b>	<b>\$11,885,486</b>

**List planned vs. actual sources and uses of State or local funds.**

PMHA plans on local funds for security and management improvements from a City of Kent grant in its Kent developments, and did receive a \$9,000 grant for these activities in 2010. This amount was an increase over previous years and greater than the \$7,800 planned for.

**If applicable, list planned vs. actual sources and uses of the COCC.**

Source	Actual Amount	Planned Amount	Uses
Management Fee	\$168,749	\$165,037	Salaries and Central Office Operations
Asset Management Fee	\$36,600	\$35,800	Salaries and Central Office Operations
Bookkeeping Fee	\$26,505	\$24,800	Financial Management functions

**If using a cost allocation approach that differs from 1937 Act Requirements, describe the actual deviations that we made during the Plan year:**

PMHA did not use a cost allocation or fee-for-service approach that differed from the 1937 Act requirements for the Public Housing program.

**List or describe planned vs. actual use of single-fund flexibility:**

PMHA only planned to use single-fund flexibility if it deemed necessary due to substantial under-funding of one particular program. This was not necessary in 2010.

## ADMINISTRATIVE

### **Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits, physical inspections or other oversight and monitoring mechanisms, if applicable.**

PMHA was the subject of an HUD Office of Inspector General Audit of its Housing Choice Voucher Program in 2009, and the Department of Housing and Urban Development has closed these audits, after PMHA demonstrated program changes and improvements in monitoring case files and after the MTW approved changes in the Portage MHA project-based voucher program. There are no existing audit findings or deficiencies cited in any monitoring against the housing authority.

### **Results of latest Agency-directed evaluations of the demonstration:**

The Portage Metropolitan Housing Authority has had no agency-directed evaluations of the Moving to Work demonstration.

### **Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant.**

See attached addendum.

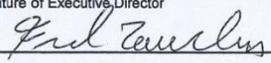
### **Certification that the Agency has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.**

PMHA certifies that it meets the three statutory requirements of assuring at least 75% of families assisted are very low-income families, that it continues to assist substantially the same number of eligible low-income families and maintaining a comparable family size mix served as would have been provided had the housing authority not participated in the MTW Demonstration.

## CAPITAL FUND ADDENDUM

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> Portage Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH12P031501-10      Replacement Housing Factor Grant No: Date of CFFP: _____		<b>FFY of Grant:</b> 2010 <b>FFY of Grant Approval:</b>	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 02 ) <input type="checkbox"/> Performance and Evaluation Report or Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	102,316.00	101,032.00	0.00	0.00
3	1408 Management Improvements	101,410.00	83,660.00	0.00	0.00
4	1410 Administration ( may not exceed 10% of line 20)	50,558.00	50,516.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	20,000.00	20,000.00	0.00	0.00
10	1460 Dwelling Structures	135,000.00	140,000.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	35,000.00	30,000.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	30,000.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	29,000.00	78,034.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	7,700.00	1,918.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	510,984.00	505,160.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	5,000.00	5,000.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	2,500.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	42,500.00	40,000.00	0.00	0.00
Signature of Executive Director 		Date January 5, 2011	Signature of Public Housing Director		Date

- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Portage Metropolitan Housing Authority</b>			Grant Type and Number CFFP (Yes/No): _____ Capital Fund Program Grant No: OH12P031501-10 Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OH31000001 - EAST	<b>Operations</b>	1406		51,158.00	50,516.00			
OH31000002 - WEST	<b>Operations</b>	1406		51,158.00	50,516.00			
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,250.00	1,250.00			
OH31000002 - WEST	Resident Security	1408		1,250.00	1,250.00			
OH31000001 - EAST	Dev Job Training/Business	1408		17,750.00	0.00			
OH31000002 - WEST	Dev Job Training/Business	1408		17,750.00	0.00			
OH31000001 - EAST	Coordinator Drug Elimination	1408		31,705.00	40,580.00			
OH31000002 - WEST	Coordinator Drug Elimination	1408		31,705.00	40,580.00			
	<b>Administration</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		40,444.00	40,423.00			
OH31000002 - WEST	Salaries/Fringe Benefits	1410		10,114.00	10,093.00			
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST	Vehicle	1475		15,000.00	0.00			
OH31000002 - WEST	Vehicle	1475		15,000.00	0.00			
	<b>Contingency</b>	1502		0.00	1,918.00			

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**Part II: Supporting Pages**

PHA Name:		Grant Type and Number CFFP (Yes/No): _____ Capital Fund Program Grant No: OH12P031501-10 Replacement Housing Factor Grant No:				Federal FFY of Grant: 2010			
Portage Metropolitan Housing Authority									
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated 2	Funds Expended 2		
	<b>OH31000001 - EAST SIDE</b>								
OH12P031-004P									
Eastowne Manor	Removal of Trees & Stumps	1450	As Needed	20,000.00	20,000.00				
	Install ADA Shower/Bath/Commode	1460	As Needed	5,000.00	5,000.00				
	Repl Heaters in Common Areas	1460	As Needed	5,000.00	5,000.00				
OH12P031-015P									
Acquisition Rehab	Replace Appliances	1465	All	5,000.00	0.00				
	<b>31000002 - WEST SIDE</b>								
OH31-005P									
Town Square Villas									
	Replace Flooring	1460	All	60,000.00	62,500.00				
OH12P031-009P	Replace Flooring	1460		65,000.00	67,500.00				
Heritage Knolls	Replace Ranges & Refrigerators with Energy Star	1465	60	30,000.00	30,000.00				

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